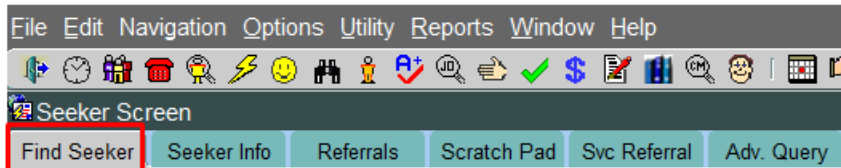



WIOA SEEKER:

ENTERING SEEKER INFORMATION

After completing paperwork and obtaining documents for eligibility purposes, applicant information can be entered in MontanaWorks.

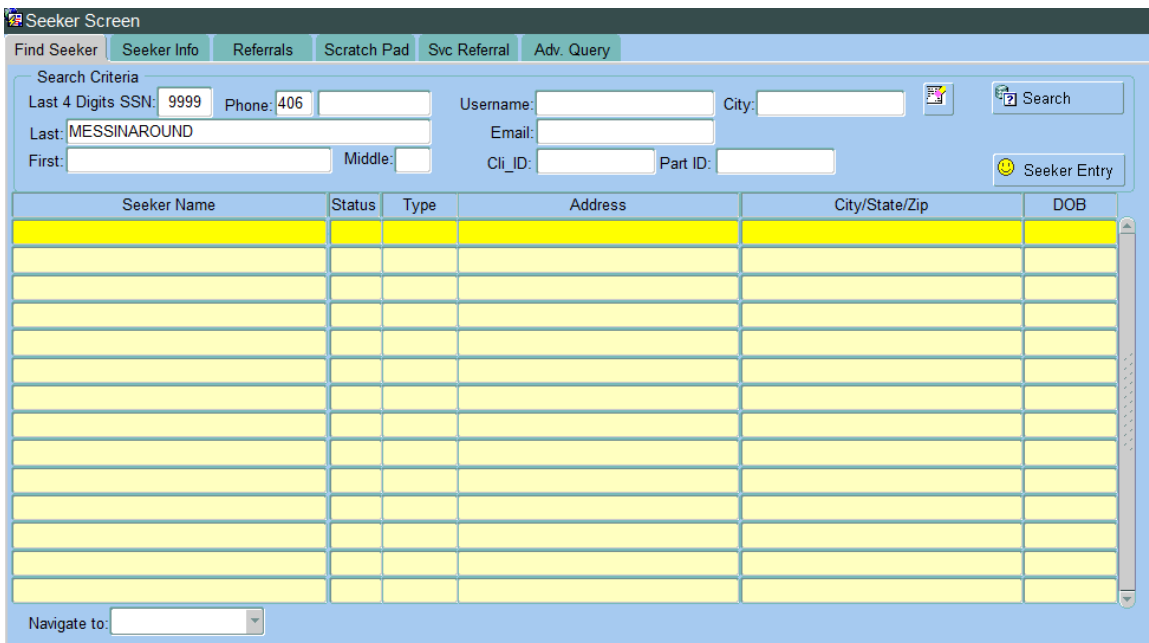
Find Seeker:



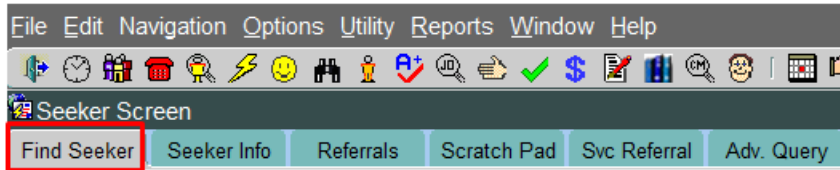
Determine if an applicant has a record in MontanaWorks by clicking on the Find Seeker  icon on the toolbar.

There are several ways to search:

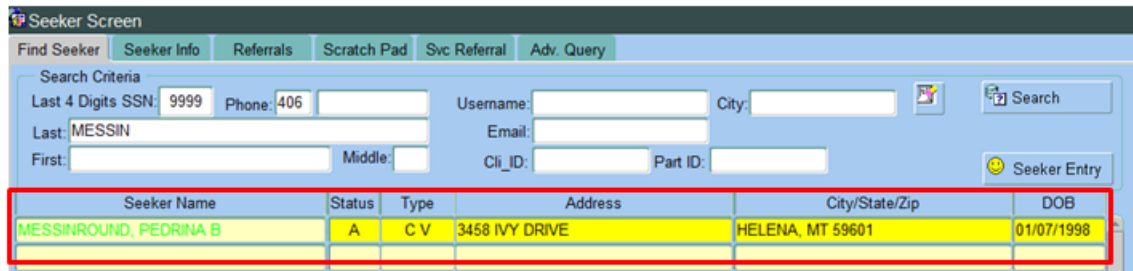
- By last 4 digits of Social Security Number (narrow search by including part of last name)
- By last name (narrow search by including part of first name or entering city)
- By phone number
- By email address
- UserID which is the Username used to login to jobs.mt.gov

A screenshot of the 'Seeker Screen' in MontanaWorks. The interface includes a search criteria section with fields for 'Last 4 Digits SSN' (9999), 'Phone' (406), 'Username', 'City', 'Last' (MESSINAROUND), 'Email', 'First', 'Middle', 'Cli_ID', and 'Part ID'. There are 'Search' and 'Seeker Entry' buttons. Below the search criteria is a table with columns: 'Seeker Name', 'Status', 'Type', 'Address', 'City/State/Zip', and 'DOB'. The table is currently empty. At the bottom, there is a 'Navigate to:' dropdown menu.

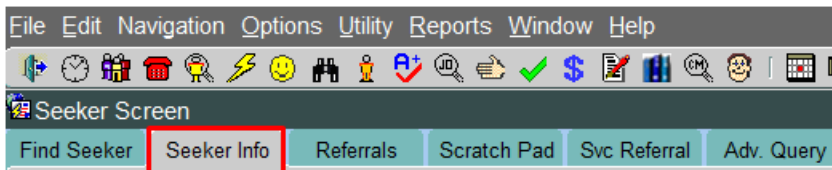
Find Seeker-Record Found:



If the applicant's record is found in MontanaWorks, a list will appear below the Search Criteria section with participants already in MontanaWorks who met the search criteria.

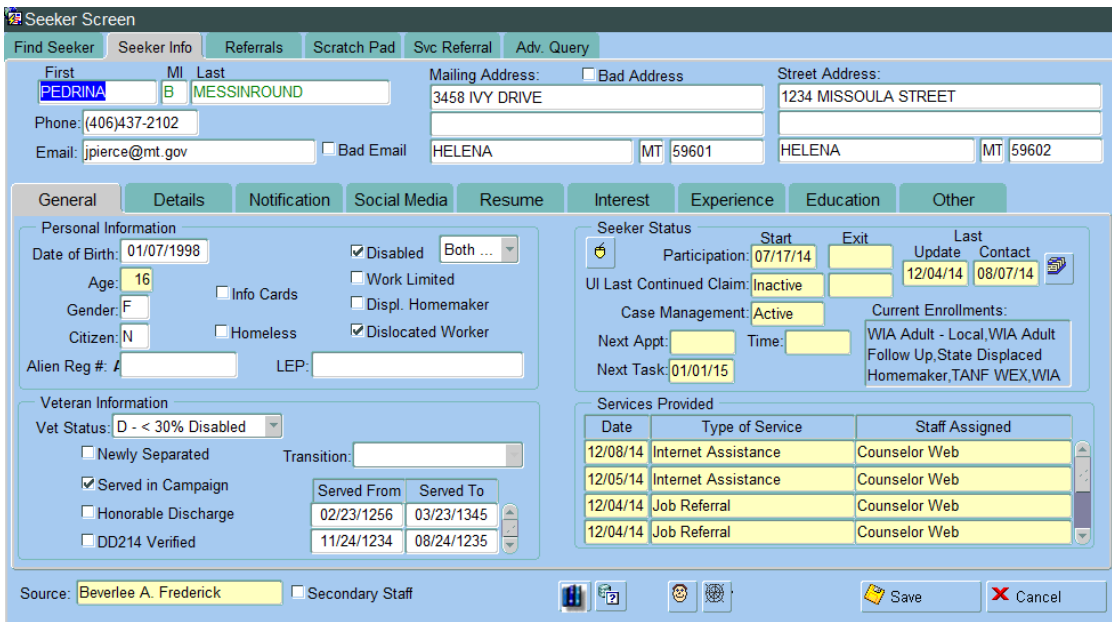


Seeker Info:



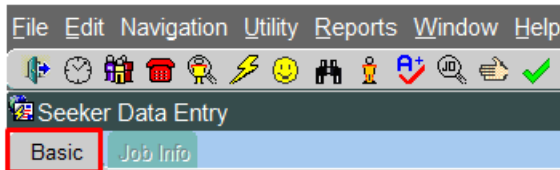
Double click on the Seeker Name field to go to the Seeker Info screen.


If the search criteria were specific enough to find the applicant, the Seeker Info screen will pop up automatically.



If the applicant has no record in MontanaWorks, the message **Query Returned no Rows!** will appear at the bottom of the screen.

Seeker Basic:



To enter applicant data, click on the Seeker Entry  icon on the Find Seeker tab or on the toolbar at the top of the screen.

Seeker Data Entry

Basic Job Info

Pseudo Last Update: []

SSN: 999337028 Date: 12/08/14 Entered By: Kate Kahle

Name: DANDAN BOBAN

Mailing Address: 4426 SILL COURT CONNER MT 59827

Street Address: []

Email Address: dandanboban@mt.net

Primary Number: 406 444-9043

Date of Birth: 02/19/1987 Citizen: Y

Gender: M

Hispanic: N Race Codes: WNB

Homeless: N Disabled: N Disabled Type: []

Employment Status: Not Employed

Vet Status: N - None

Newly Separated

Served in Campaign


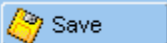
Honorable Discharge

DD214 Verified

Service Dates: Served From Served To

Transition: []

Save Cancel

Enter applicant data on this screen. All fields marked with a blue diamond  must be completed. Check data entry to ensure fields are correct. Click on the  button.

If the applicant is a veteran, you must complete the Veteran information.

HINTS: When the cursor is in a field, look at the lower left hand side of the screen for a hint as to what kind of data is expected and/or what format that data should be entered. Not all fields have hints.

Seeker Data Entry

Basic Job Info

Pseudo Last Update: []

SSN: 999337028 Date: 12/08/14 Entered By: Kate Kahle

Name: DANDAN BOBAN

Mailing Address: 4426 SILL COURT Address Line 2 City: CONNER St: MT Zip: 59827

Street Address: []

Email Address: dandanboban@mt.net

Primary Number: 406 444-9043

Date of Birth: [] Citizen: []

Gender: []

Hispanic: [] Race Codes: []

Homeless: [] Disabled: [] Disabled Type: []

Employment Status: []

Vet Status: N - None

Newly Separated

Served in Campaign

Honorable Discharge

DD214 Verified

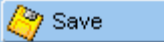
Service Dates: Served From [] Served To []

Transition: []

Save Cancel

Enter Seeker's Birth Date, Format MMDD/YYYY

Seeker Info-Details:

For new participants, click on the Seeker Info-Details tab and complete Status, School Years, and Outcome. Click on the  button.

Seeker Screen - PEDRINA B MESSINROUND (1000089422)

Find Seeker Seeker Info Referrals Scratch Pad Svc Referral

First MI Last Mailing Address
 PEDRINA B MESSINROUND 3458 IVY DR

Phone: (406)437-2102

Email: jpierce@mt.gov Bad Email HELENA

General Details Notification Social Media Resu

Salary: Hourly 10.00

Registers MSE GOLD CARD VETERAN

Education Info

Status: In-School, Alternati...

School Years: 16 Degree: B

Outcome: Attained Bach...

Exit CD: Institutionalized

Seeker Info-Other:

For new participants, click on the Seeker Info-Other tab and enter Employment Status if necessary, UC Eligible Status, Offender if applicable, Migrant Seasonal Worker data if applicable, Race data and Ethnicity data.

The screenshot shows the 'Seeker Screen' interface with the 'Seeker Info-Other' tab selected. The form is divided into several sections:

- Personal Information:** First Name (PEDRINA), Middle Initial (B), Last Name (MESSINROUND), Mailing Address (3458 IVY DRIVE), Street Address (1234 MISSOULA STREET), Phone ((406)437-2102), and Email (jpierce@mt.gov).
- Employment Status:** A dropdown menu is set to 'Not Employed'. Below it, 'UC Eligible status' is set to 'neither Claimant nor Exhau...'. There is an 'Offender' checkbox and an 'Entered' date of 05/04/11.
- Migrant Seasonal Worker:** A section with 'Seeker Declaration' set to 'N', 'Last Updated' field, and an 'Eligible' checkbox. Below this is a table for job history with columns for Start, End, and Job title.
- Race and Ethnicity:** A section with two columns. The 'Race' column has radio buttons for American Indian or Alaska Native, Native Hawaiian or other Pacific Islander, Asian, Black or African American, and White (checked). The 'Ethnicity' column has radio buttons for Hispanic (checked) and Non Hispanic.
- Payment Info:** A dropdown menu for 'Pay Method' set to 'Check'.
- Counts:** A list of counts: DLI Referrals: 1, Self Referrals: 10, Employer Referrals: (empty), Placements: (empty), Services: 22, and Scratch Pads: 6.

If you have any difficulties, or receive a message in the lower left-hand corner that says, "Field protected against update," email the WIOA Mworks Help Desk at DDLWSDMWorksWIOAHelp@mt.gov or email/call one of the WIOA staff.

Continue with 'WIOA Assessment.'